

# **State of Alaska FY2003 Governor's Operating Budget**

## **Department of Transportation/Public Facilities Northern Region Support Services Component Budget Summary**

## **Component: Northern Region Support Services**

**Contact: Martin S. Ott, Chief, Planning & Support Services**

**Tel:** (907) 451-5150 **Fax:** (907) 451-2333 **E-mail:** Martin\_Ott@dot.state.ak.us

### **Component Mission**

The mission of the Northern Region Support Services component is to support the Northern Region's operations with quality administration, efficient procurement, and current information technology.

### **Component Services Provided**

- Regional Support / Administration and Budget provides management support and budget coordination to all operating divisions of Northern Region, with additional support to regional staff of Headquarters and Statewide divisions and the Fairbanks International Airport.
- The Regional Director's office provides management oversight of all functions of the organization and acts as liaison between divisions and between the department and other agencies and the public.
- The Procurement office is responsible for the purchase and delivery of supplies, equipment and services as well as property control.

### **Component Goals and Strategies**

Lead the development and maintenance of transportation systems that effectively move people and goods throughout the region.

Develop consensus within the communities of Northern and Interior Alaska regarding transportation needs.

- Prioritize funding requests to optimize the use of public resources.
- Continue reliable service with reduced general fund resources.
- Make use of technological changes to generate more efficient operations.
- Continually review operational organization and workflow for enhanced performance.
- Use competition between commodity suppliers to generate cost savings.
- Provide effective administration, accurate budgeting, and efficient procurement.
- Provide point of contact for the general public, local government, other agencies, the Commissioner's Office and the Legislature concerning regional operations and policy.
- Support the functions of Maintenance and Operations, Design, Construction, Planning, Technology Transfer, and Research by accurate accounting, analysis and reporting of budget, expenditures and revenue.
- Procure and deliver requested supplies, equipment, and services promptly and in accordance with purchasing laws and regulations by enhancing Buyspeed purchasing system.

### **Key Component Issues for FY2002 – 2003**

- Streamline procurement process so that goods and services continue to be provided efficiently and according to all state, federal and local guidelines despite reduced funding.
- Improve information gathering and dissemination process to enhance efficiency by providing read only access of the Buyspeed System to end users.
- Transition Buyspeed at some initial cost and loss of productivity to allow end users to submit purchase requests through a Web Requisitioning program for an ultimate increase in procurement efficiency.

### **Major Component Accomplishments in 2001**

- Installed, activated, and provided training for Buyspeed Purchasing System to streamline the procurement process and expand on our reporting capabilities and to enhance our efficiency without loss of oversight.

- Provided state accounting system GENEVA and AKSAS training courses to department and other agency employees.
- Ensured full regional participation in and commitment to the Commissioner's program to improve the department's management performance through University courses directed toward First Line Supervisors.

### **Statutory and Regulatory Authority**

AS 35 Public Bldg & Imp  
AS 36 Public Contracts  
AS 39 Public Off & Emp  
AAC Title 17  
AAC Title 12

## Northern Region Support Services

## Component Financial Summary

All dollars in thousands

|   | FY2001 Actuals | FY2002 Authorized | FY2003 Governor |
|---|----------------|-------------------|-----------------|
| <b>Non-Formula Program:</b>               |                |                   |                 |
| <b>Component Expenditures:</b>            |                |                   |                 |
| 71000 Personal Services                   | 903.9          | 953.2             | 985.1           |
| 72000 Travel                              | 5.2            | 13.0              | 13.0            |
| 73000 Contractual                         | 119.5          | 90.1              | 90.1            |
| 74000 Supplies                            | 44.7           | 19.7              | 19.7            |
| 75000 Equipment                           | 37.7           | 0.0               | 0.0             |
| 76000 Land/Buildings                      | 0.0            | 0.0               | 0.0             |
| 77000 Grants, Claims                      | 0.0            | 0.0               | 0.0             |
| 78000 Miscellaneous                       | 0.0            | 0.0               | 0.0             |
| <b>Expenditure Totals</b>                 | <b>1,111.0</b> | <b>1,076.0</b>    | <b>1,107.9</b>  |
| <b>Funding Sources:</b>                   |                |                   |                 |
| 1004 General Fund Receipts                | 748.5          | 778.1             | 800.3           |
| 1007 Inter-Agency Receipts                | 70.2           | 3.7               | 3.8             |
| 1026 Highway Working Capital Fund         | 142.2          | 141.3             | 145.4           |
| 1027 International Airport Revenue Fund   | 91.3           | 90.6              | 94.5            |
| 1061 Capital Improvement Project Receipts | 58.8           | 62.3              | 63.9            |
| <b>Funding Totals</b>                     | <b>1,111.0</b> | <b>1,076.0</b>    | <b>1,107.9</b>  |

## Estimated Revenue Collections

| Description                          | Master Revenue Account | FY2001 Actuals | FY2002 Authorized | FY2002 Cash Estimate | FY2003 Governor | FY2004 Forecast |
|--------------------------------------|------------------------|----------------|-------------------|----------------------|-----------------|-----------------|
| <b>Unrestricted Revenues</b>         |                        |                |                   |                      |                 |                 |
| Unrestricted Fund                    | 68515                  | 0.5            | 0.0               | 0.0                  | 0.0             | 0.0             |
| <b>Unrestricted Total</b>            |                        | <b>0.5</b>     | <b>0.0</b>        | <b>0.0</b>           | <b>0.0</b>      | <b>0.0</b>      |
| <b>Restricted Revenues</b>           |                        |                |                   |                      |                 |                 |
| Interagency Receipts                 | 51015                  | 70.2           | 3.7               | 9.0                  | 3.8             | 10.0            |
| Capital Improvement Project Receipts | 51200                  | 58.8           | 62.3              | 62.3                 | 63.9            | 63.9            |
| <b>Restricted Total</b>              |                        | <b>129.0</b>   | <b>66.0</b>       | <b>71.3</b>          | <b>67.7</b>     | <b>73.9</b>     |
| <b>Total Estimated Revenues</b>      |                        | <b>129.5</b>   | <b>66.0</b>       | <b>71.3</b>          | <b>67.7</b>     | <b>73.9</b>     |

**Northern Region Support Services****Proposed Changes in Levels of Service for FY2003**

Service levels will remain unchanged.

**Summary of Component Budget Changes****From FY2002 Authorized to FY2003 Governor***All dollars in thousands*

|  | <u>General Funds</u> | <u>Federal Funds</u> | <u>Other Funds</u> | <u>Total Funds</u> |
|--|----------------------|----------------------|--------------------|--------------------|
| <b>FY2002 Authorized</b>   | <b>778.1</b>         | <b>0.0</b>           | <b>297.9</b>       | <b>1,076.0</b>     |
| <b>Adjustments which will continue<br/>current level of service:</b> |                      |                      |                    |                    |
| -Year 3 Labor Costs - Net Change<br>from FY2002                      | 22.2                 | 0.0                  | 9.7                | 31.9               |
| <b>FY2003 Governor</b>   | <b>800.3</b>         | <b>0.0</b>           | <b>307.6</b>       | <b>1,107.9</b>     |

## Northern Region Support Services

## Personal Services Information

| Authorized Positions |                   | Personal Services Costs |                                |                |
|----------------------|-------------------|-------------------------|--------------------------------|----------------|
|                      | <u>FY2002</u>     | <u>FY2003</u>           |                                |                |
|                      | <u>Authorized</u> | <u>Governor</u>         |                                |                |
| Full-time            | 15                | 15                      | Annual Salaries                | 700,795        |
| Part-time            | 0                 | 2                       | COLA                           | 20,678         |
| Nonpermanent         | 0                 | 0                       | Premium Pay                    | 16,744         |
|                      |                   |                         | Annual Benefits                | 271,146        |
|                      |                   |                         | Less 2.40% Vacancy Factor      | (24,263)       |
|                      |                   |                         | Lump Sum Premium Pay           | 0              |
| <b>Totals</b>        | <b>15</b>         | <b>17</b>               | <b>Total Personal Services</b> | <b>985,100</b> |

## Position Classification Summary

| Job Class Title                | Anchorage | Fairbanks | Juneau   | Others   | Total     |
|--------------------------------|-----------|-----------|----------|----------|-----------|
| Administrative Assistant       | 0         | 1         | 0        | 0        | 1         |
| Administrative Clerk II        | 0         | 1         | 0        | 0        | 1         |
| Administrative Manager I       | 0         | 1         | 0        | 0        | 1         |
| Asst Commissioner              | 0         | 1         | 0        | 0        | 1         |
| Procurement Spec I             | 0         | 1         | 0        | 0        | 1         |
| Procurement Spec II            | 0         | 1         | 0        | 0        | 1         |
| Procurement Spec IV            | 0         | 1         | 0        | 0        | 1         |
| Program Budget AnalystIII      | 0         | 1         | 0        | 0        | 1         |
| Secretary                      | 0         | 1         | 0        | 0        | 1         |
| Stock & Parts Svcs Journey I   | 0         | 1         | 0        | 0        | 1         |
| Stock & Parts Svcs Lead        | 0         | 0         | 0        | 2        | 2         |
| Stock & Parts Svcs Sub Journey | 0         | 2         | 0        | 1        | 3         |
| Supply Technician II           | 0         | 2         | 0        | 0        | 2         |
| <b>Totals</b>                  | <b>0</b>  | <b>14</b> | <b>0</b> | <b>3</b> | <b>17</b> |